DOCUMENT RESUME

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ABSTRACT

These room designs are intended as samples to be used in planning business classrooms. Rooms and furniture are drawn to scale. One page illustrates the various pieces of furniture, with dimensions, that are used in the designs. The number on each piece of furniture identifies it in the room designs. Each room design is 32 feet by 43 feet or 1,376 square feet--approximately the recommended 1,400 square feet for a business classroom. Six designs are offered. A list of the courses that could be taught in the room follows each room design. The furniture and equipment in each room is based on the Vocational Education Equipment Standards for Business and Office Education Courses. (YLB)

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FOREWORD

The Business and Office Education office has received numerous requests for room designs for various business classrooms. To assist BOE departments, several room designs were developed.

The room layouts are basic designs. Numerous variations could be used depending on the shape and size of the classroom.

Special recognition is given to Tommy Bass and his drafting classes at Southern Nash High School for drawing the designs to scale.

Jim Taylor, Consultant
Business and Office Education

October 1988

BUSINESS AND OFFICE EDUCATION

ROOM DESIGNS

The Business and Office Education Room Designs are provided as samples to be used in planning business classrooms. Rooms and furniture are drawn to scale.

On the back of this page are the various pieces of furniture, with dimensions, that are used in the designs. The number on each piece of furniture identifies it in the room designs. For example, the L-shaped desk is numbered "4". If an L-shaped desk is used in a room design, the number "4" will be on the desk.

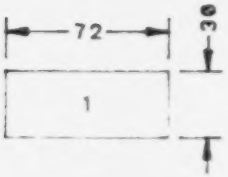
Each room design is 32' X 43' or 1,376 square feet. This approximates the recommended 1,400 square feet for a business classroom.

A list of the courses that could be taught in the room is on the back of each room design. The furniture and equipment in each room is based on the Vocational Education Equipment Standards for Business and Office Education courses. Electronic calculators are not indicated for all classrooms in which they should be used. Transcription equipment is not included in the room designs. However, these pieces of equipment should be used as indicated in the equipment standards.

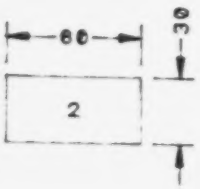
The number of workstations in each room does not always correspond to the maximum enrollment for each course in the Program of Studies. Workstations, in some cases, were limited by the size of the room and furniture dimensions.

The legend for equipment is:

ET - Electronic Typewriter
MC - Microcomputer
P - Printer
EC - Electronic Calculator



WORK TABLE



COMPUTER TABLE

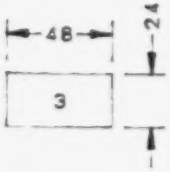
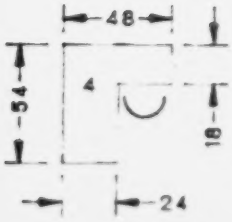
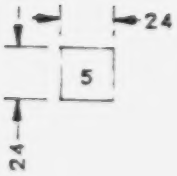


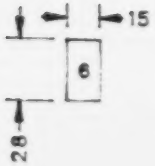
TABLE STYLE DESK



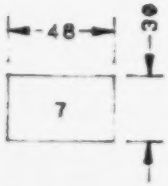
L-SHAPED DESK



PRINTER STAND



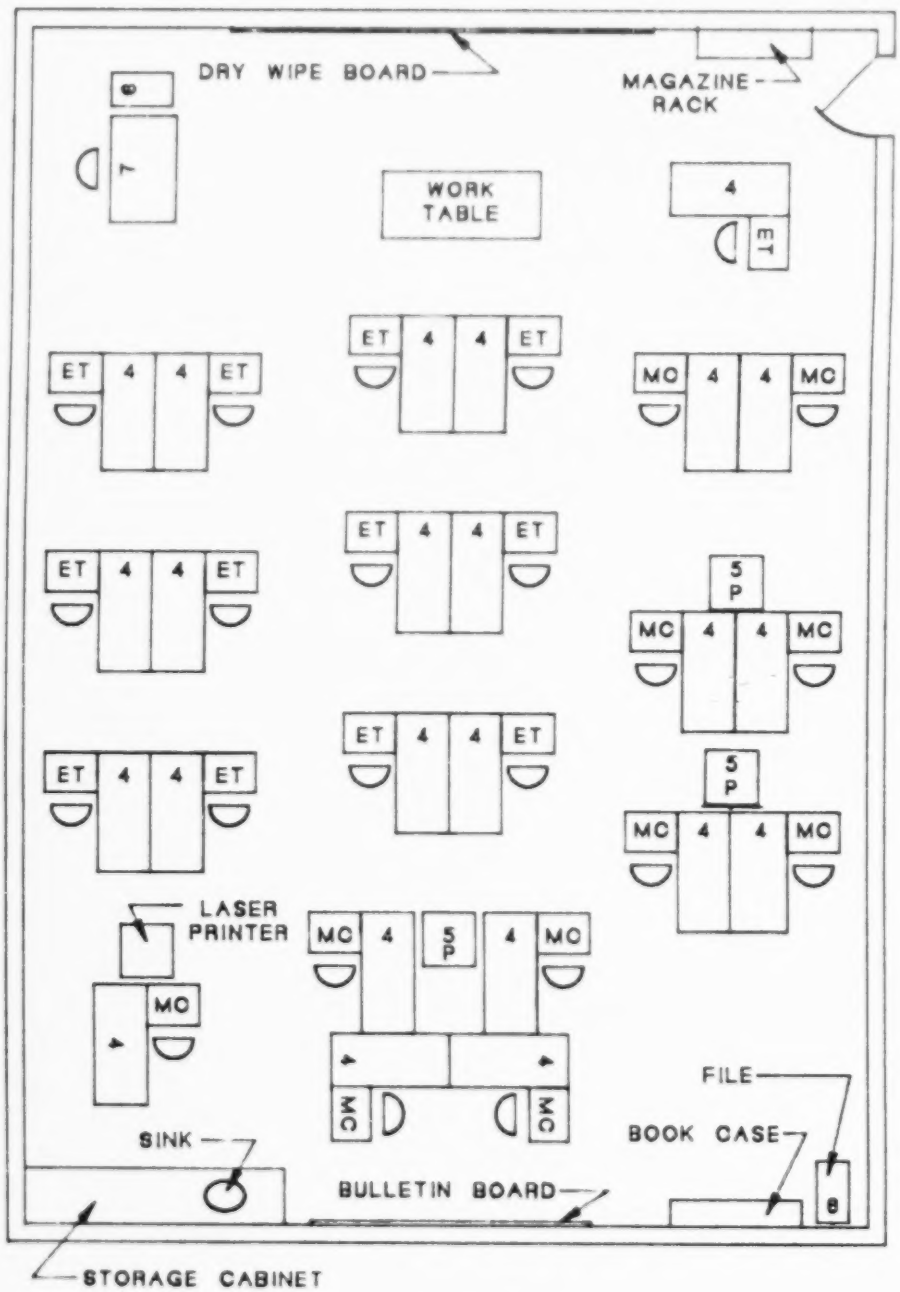
FILE CABINET



TEACHER DESK

DESIGN # 1

32' X 43' ROOM



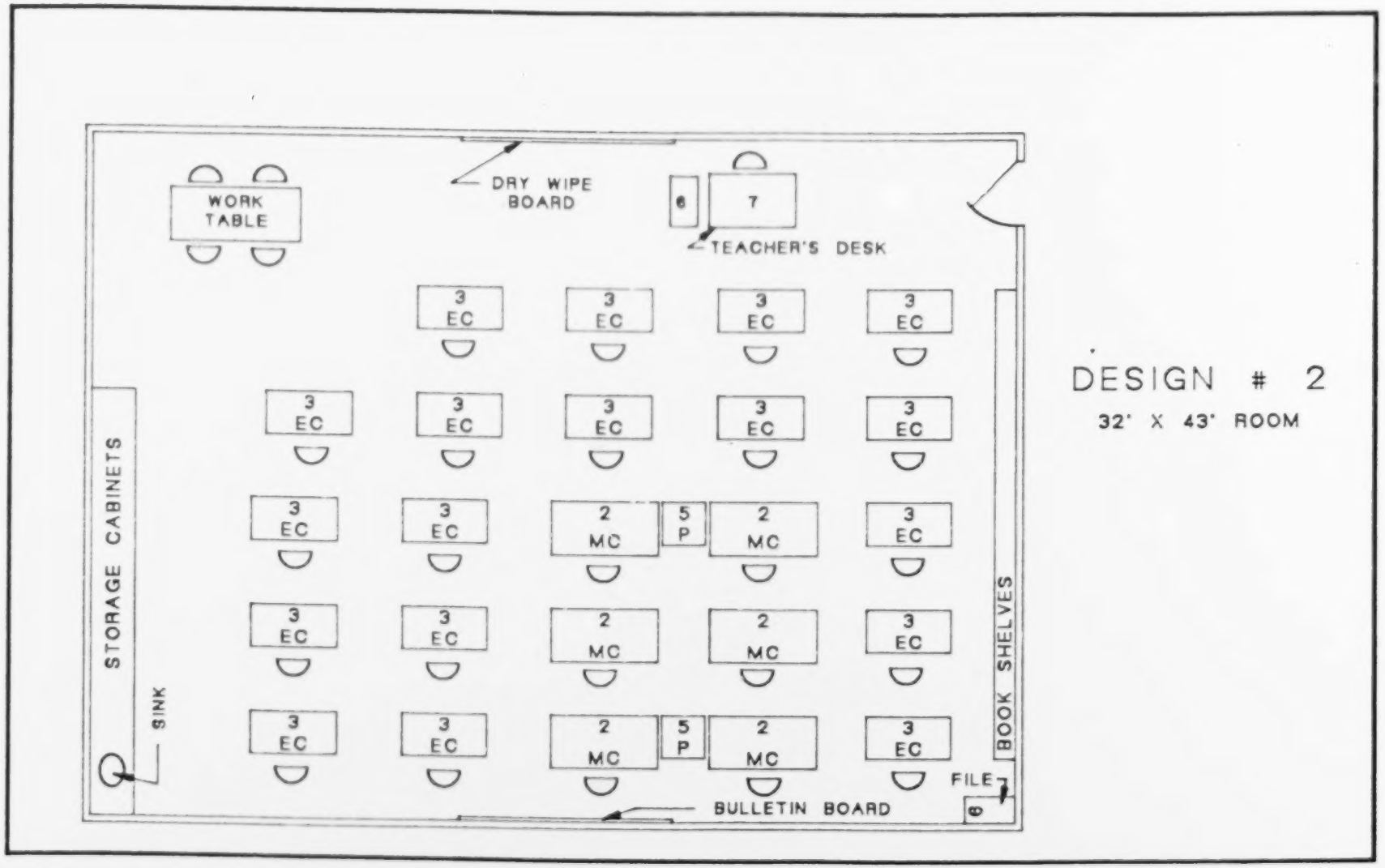
DESIGN #1

Administrative Support Occupations I and II

Advanced Typewriting/Word Processing

Business Communications

Shorthand I and II



DESIGN # 2

32' X 43' ROOM

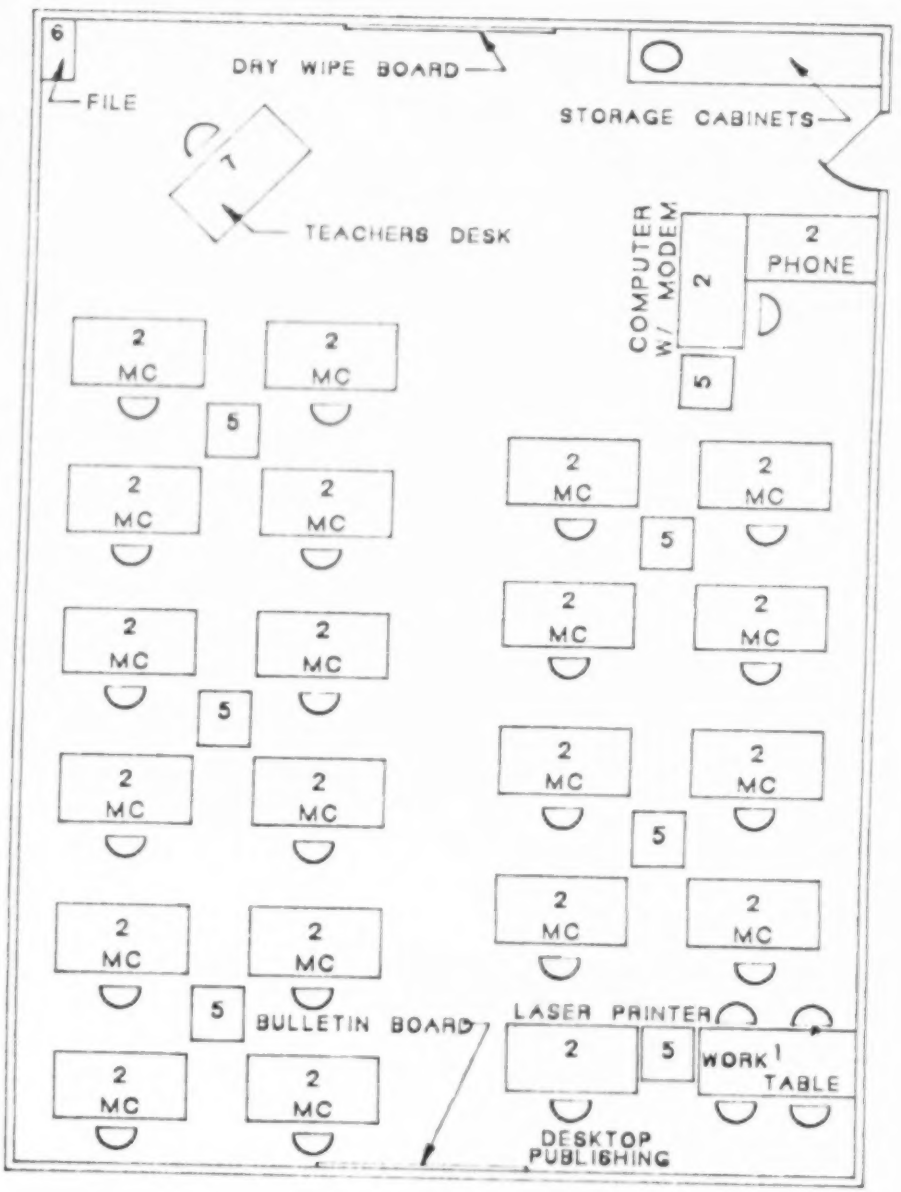
DESIGN #2

Computerized Accounting I and II

Recordkeeping

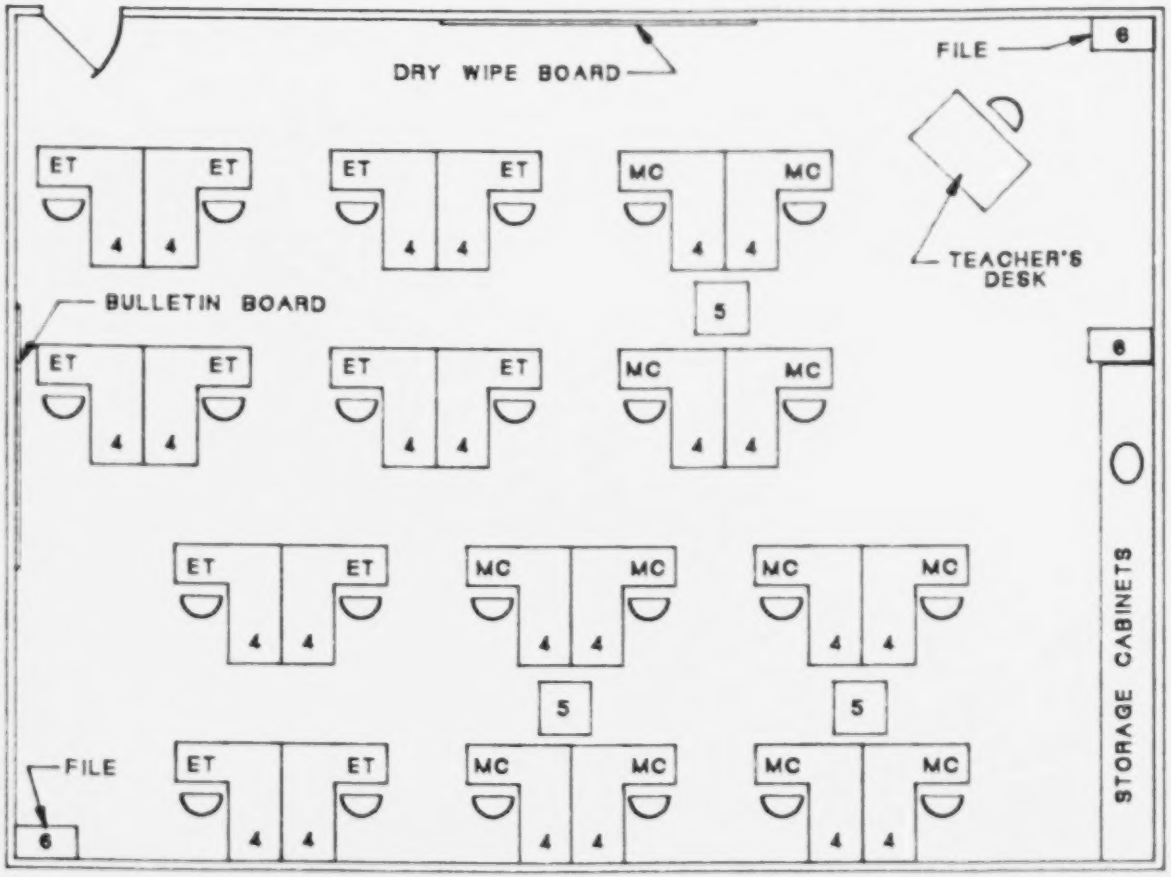
DESIGN # 3

32' X 43' ROOM



DESIGN #3

Computer Applications I and II

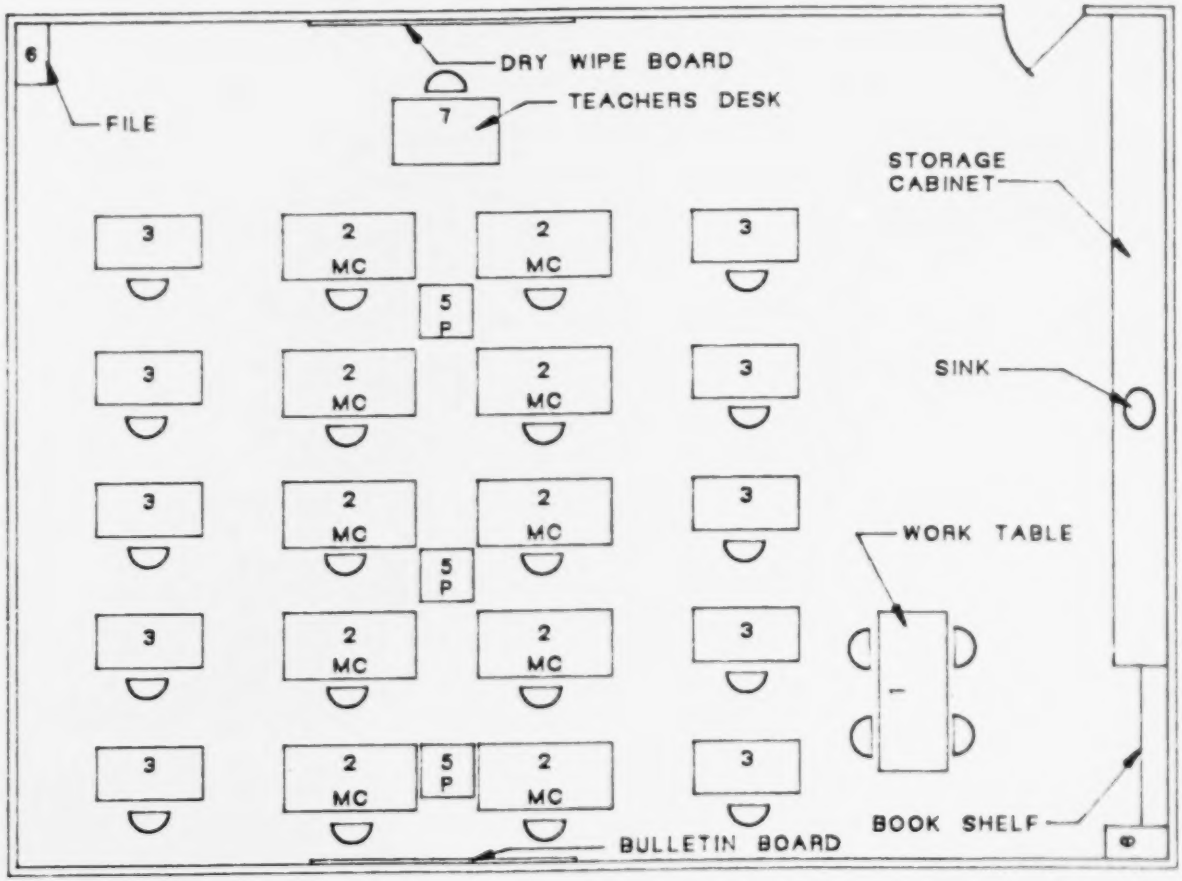


DESIGN # 4

32' X 43' ROOM

DESIGN #4

Keyboarding/Typewriting



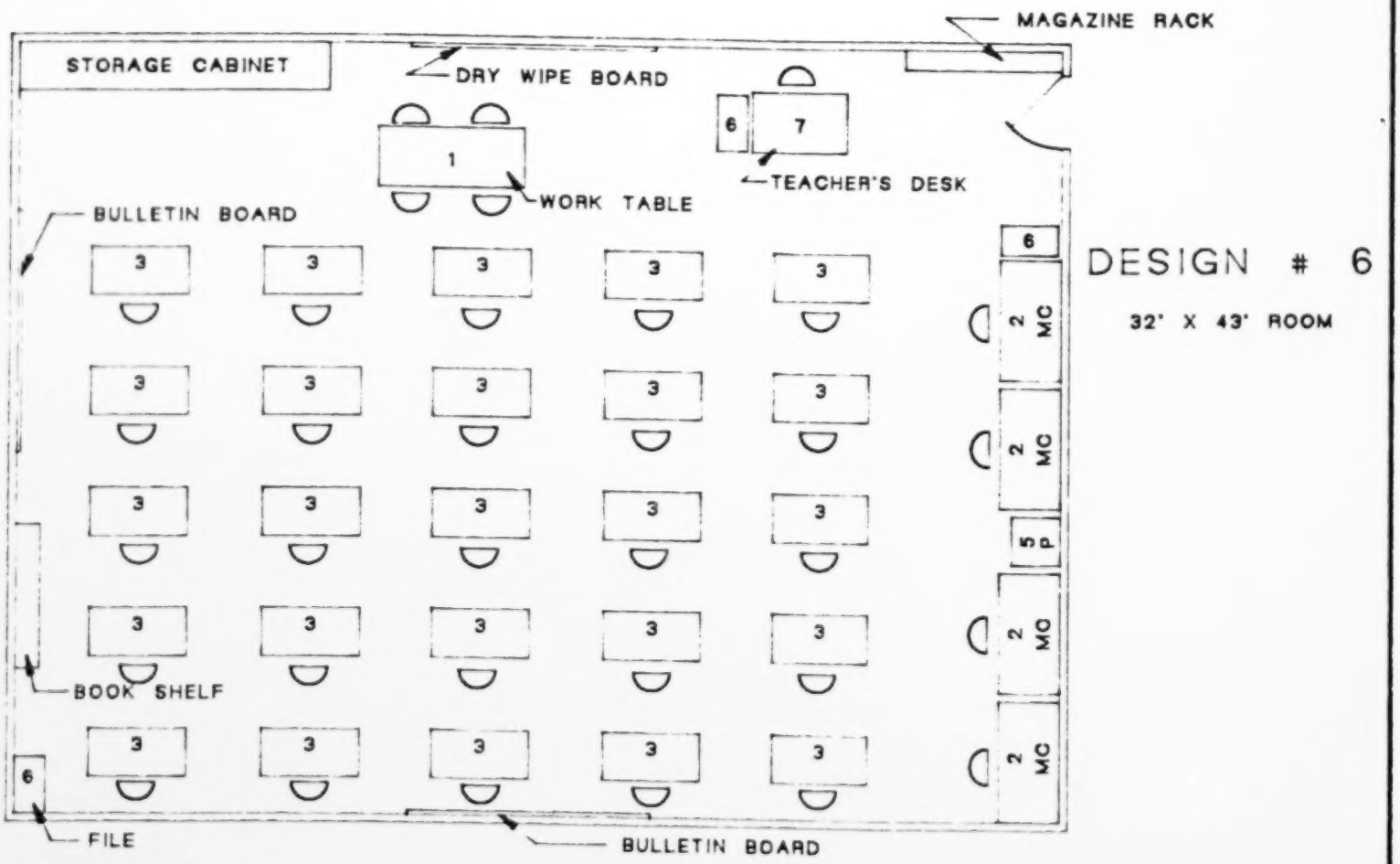
DESIGN 5

32' BY 43' ROOM

DESIGN #5

Business Data Processing Occupations I and II

Introduction to Computers


MAGAZINE RACK
STORAGE CABINET
DRY WIPE BOARD
6
7
1
TEACHER'S DESK
WORK TABLE
BULLETIN BOARD
6
3
2 MC
5 P
BOOK SHELF
6
FILE
BULLETIN BOARD
DESIGN # 6
32' X 43' ROOM

DESIGN #6

Business Law

Business Management

Business Math

Principles of Business

Small Business/Entrepreneurship

Activities and procedures within the Division of Vocational Education are governed by the philosophy of simple fairness to all. Therefore, the policy of the Division is that all operations will be performed without regard to race, sex, color, national origin, or handicap.